

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**February 25, 2015**

Administration & Rules Committee

**1. Call to Order**

Meeting was called to order by Rinard at 8:30 a.m.

**2. Roll Call**

**Administration and Rules Committee Members**

Members present: Jim Braugher, Jennifer Hanneman, Amy Rinard, Jim Schroeder and Steve Nass.

Others Present: Ben Wehmeier, County Administrator; Tammie Jaeger, Administrative Secretary; Connie Freeberg – Paralegal II; Barb Frank, County Clerk; Brian Lamers, Finance Director; Christine Hanson, Assistant Corporation Counsel; J. Blair Ward, Corporation Counsel and Supervisor Carlton Zentner.

**3. Certification of compliance with Open Meeting Law Requirements**

Wehmeier certified compliance with the open meeting law.

**4. Review of Agenda**

Items 13 & 14 will be postponed until the next meeting.

**5. Public Comment**

None

**6. Approval of January 27, 2015 Administration & Rules Committee meeting minutes**

Motion made by Hanneman; Second by Nass to approve the January 27, 2015 Administration & Rules Committee meeting minutes as presented. (Ayes-All) Motion carried.

**7. Approval of the February 10, 2015 County Board minutes**

Corrections were distributed for the committee members to review.

Motion made by Nass; Second by Hanneman to approve the February 10, 2015 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

**8. Communications**

None

**9. Discussion and possible action on Ordinance 2014-30 “In regard to County committees, boards, commissions or other bodies, (1) AMEND Board Rules regarding procedure for election of officers and (2) create section allowing chair to maintain reasonable control of public comment” referred back to the committee by the County Board.**

A revised draft of this ordinance was provided for the committee to review. The changes were discussed. Ward will make the additional changes and bring the ordinance back to the committee for review.

Motion made by Nass; Second by Hanneman to postpone this to the next meeting. (Ayes-All) Motion carried.

**10. Discussion and possible action on newspaper contract cost and changes in formatting**

The committee discussed their options regarding formatting.

Motion made by Rinard; Second by Nass to approve the extra charges for special formatting as needed. (Ayes-All) Motion carried.

**11. Update – Task Force on County Government Organization and Operations**

Hanneman explained that the Task Force is still going through the departmental audits. They are also working on determining comparable counties and a principle statement. They are also learning about Continuous Quality Improvement. No action taken.

12. **Update on the procedure for having two public comment periods during County Board.**  
There were no issues at the last County Board meeting. Nass felt that it wasn't reasonable that members of the public attending the board meetings to make a comment have to wait until the end of the meeting. No action taken.
13. **Discussion of policy for commemorative plaques in county facilities.**  
Motion by Nass; Second by Hanneman to postpone this item until the next meeting.
14. **Discussion and possible action on records retention and social media.**  
Motion by Nass; Second by Hanneman to postpone this item until the next meeting.
15. **Review and discuss agreement with Southeast Wisconsin Regional Planning Commission.**  
The committee discussed the pros and cons of entering into an agreement with SWRPC. Rinard discussed this with the Town of Ixonia. The committee agrees that it is important for Jefferson County to be at the table when decisions are being made for these areas.  
  
Motion made by Nass; Second by Braughler to support this agreement and forward it to the County Board for their consideration at the March meeting. (Ayes-All) Motion carried.
16. **Discussion of the State Budget**  
A copy of the State Budget summary was provided for the committee to review. Wehmeier went over some of the highlights that may impact the county. A status update on the state budget will be discussed at future meetings. No action taken.
17. **Discussion and possible action concerning the Jefferson County Library Board affiliation**  
Wehmeier explained that we currently belong to the Mid WI Federated Library Systems Board. There have been numerous operational concerns. It is anticipated that a formal recommendation to remove themselves from the Mid WI Federated Library Systems Board will be made on March 2<sup>nd</sup>. They will be looking at joining the Dane or Waukesha Library System.  
  
Motion by Nass; Second by Rinard to support the recommendation of the Library Board. (Ayes-All) Motion carried.
18. **Discussion and possible action on resolutions, letters or reports from other governmental agencies**  
None
19. **Review Financial Reports**
  - a. County Administrator
  - b. Clerk of Courts
  - c. Corporation Counsel
  - d. County Board
  - e. Register of Deeds  
Financial reports were provided for the committee to review. Wehmeier reviewed the reports. No action taken.
20. **County Administrator's monthly report**  
A copy of the monthly report was provided for the committee to review. Wehmeier addressed questions from the committee. No action taken.
21. **Set next meeting date**  
The next meeting is scheduled for Wednesday, March 25<sup>th</sup> at 8:30 a.m.
22. **Tentative Future Agenda Items and Meeting Dates**
  - Approval of February 25, 2015 Administration & Rules Committee meeting minutes
  - Approval of March 10, 2015 County Board meeting minutes

- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- Update – Task Force on County Government Organization and Operations
- Discussion and possible action on Ordinance 2014-30 “In regard to County committees, boards, commissions or other bodies, (1) AMEND Board Rules regarding procedure for election of officers and (2) create section allowing chair to maintain reasonable control of public comment” referred back to the committee by the County Board
- Discussion and possible action on policy for commemorative plaques in county facilities
- Discussion and possible action on records retention and social media
- Update on State Budget

23. **Adjourn**

Motion made by Schroeder; Second by Hanneman to adjourn at 9:48 a.m. (Ayes-All) Motion Carried.